

# COLORADO ARMY NATIONAL GUARD EXCEPTED TECHNICIAN/AGR

## VACANCY ANNOUNCEMENT NUMBER

**TVA #07-064****POSITION TITLE, SERIES & GRADE: Senior Enlisted Advisor (State CSM), GS-0301-11** **PDCN: 70305000****OPENING DATE:** April 27, 2007 **SALARY:** \$52,912 \$68,787 (Per Annual)**CLOSING DATE:** May 25, 2007 **(Step 01)** **(Step 10)****AREA OF CONSIDERATION:** Limited to current COARNG E-9's (Tech, AGR, M-Day).**MAX MILITARY GRADE:** E-9/CSM**MIN MILITARY GRADE:** E-9/SGM**COMPATIBLE MILITARY ASSIGNMENT:** 00Z/MOS Immaterial**SELECTING SUPERVISOR:** BG Thomas D. Mills

POC: COL Joseph Reiter, Telephone 720-250-1011; DSN 250-1011

**LOCATION OF POSITION:** JFHQ-CO/Command Office, Centennial, CO**NOTES:** 1. PCS FUNDS ARE NOT AVAILABLE FOR TECHNICIANS BUT ARE AVAILABLE FOR AGR'S.

2. Appointment date contingent upon vacancy of incumbent.

3. AGR may apply and if selected they must bring their EA with them.

4. Technicians that apply will remain in Technician Status.

5. M-Day personnel must apply as a Technician.

**SPECIALIZED EXPERIENCE NOTE:** Specialized experience will be used to determine qualifications for the announced position: Candidates must have **36 months** of specialized experience in operating, program, or managerial experience in a type of work or a combination of functions directly related to the position to be filled or in comparable work or function. Experience in developing and recommending policy; organizing and carrying out specific programs, evaluating and recommending changes in methods of operations. Supervisory, staff or technical work which included study, analysis or evaluation leading to the development or improvement of managerial or administrative policies, practices and procedures. Experience in preparing written communications and oral presentations and/or briefings or requiring the candidate to communicate orally at the level of the position to be filled. Experience which demonstrates the ability to provide technical guidance and assistance in the type of work or in comparable work of the position to be filled.

**KNOWLEDGES, SKILLS AND ABILITIES (KSAs):** In the event there are more than 10 certified applicants, the following KSA's will be used to determine the best qualified applicants from which selection will be made.

1. Ability to give specific guidance relative to a particular program
2. Skill in oral and written communication
3. Ability to formulate and execute long range plans and programs
4. Knowledgeable of the techniques of organization, direction, coordination and control
5. Knowledge of the principles and standard practices of management

**NO SUBSTITUTION OF EDUCATION FOR SPECIALIZED EXPERIENCE:**

**POSITION DESCRIPTION INFORMATION:** This position is located in the Joint Force Headquarters State Command Office. This position is responsible to the Adjutant General and the Assistant Adjutant General Army for matters pertaining to policies and actions for enlisted COARNG members. As the Senior Enlisted Advisor to the Assistant Adjutant General Army for effective, efficient core processes, and the achievement and sustainment of readiness of the COARNG, the SCSM places particular emphasis on enlisted morale, welfare, discipline, performance, training, awards and recognition, recruiting, and equal opportunity. SCSM is responsible for synchronizing COARNG operations and strategies with enlisted succession planning to include professional military education, assignments, promotion, reassignment, utilization, administration, and leadership developmental assignments. SCSM proposes, initiates, assists, and advises in creating plans, programs, and environments for developing and maintaining high enlisted esprit de corps and professionalism in all elements of the COARNG. Coordinates with and assists with other component enlisted organizations, councils, group's etc., and/or their representatives. Counsels enlisted personnel on issues not referred through official military or technician channels. Participates, advises and assists in planning, publicizing and administering enlisted "awards and recognition" programs. Coordinates with personnel sections to assure proper dissemination, clarification and administration of promotion policies. Observes and evaluates the administration of all programs pertaining to and affecting enlisted personnel and the extent to which they are being carried out.

Performs other duties as assigned. Advises, counsels, and assists the ARNG Enlisted Selection Board and NCO promotion boards. Performs frequent year-round visits for the purpose of observing, Traditional, AGR and Technician organizations activities of the Colorado Army National Guard.

Participates in design, development execution and monitors progress of : Pipeline Losses Reduction Program; DMOSQ Improvement Program; Reception Sponsorship Program; Enlisted Succession Planning; Recruit Sustainment Program (RSP); Pre-Command Course; Risk Management Program; Family Support Program; Pre-Mobilization Training, Equipment, Medical, Personnel., Readiness.

Please see "Instructions for Applying" for a complete and comprehensive application for the Colorado National Guard, attached to this announcement.

### **APPLICATION INSTRUCTIONS AND GENERAL INFORMATION:**

When this announcement closes, each application will be qualified and rated. "Qualified" means that we will compare your experience with a standardized set of qualification criteria (specialized experience) for the particular position being announced. "Rated" means, if there is more than one grade listed on this announcement, you will be found qualified at one of those grades according to the number of months experience you have listed (see first page under "SPECIALIZED EXPERIENCE"). If your application is found qualified, it will be rated accordingly and your application will be forwarded to the selecting supervisor. If found not qualified, you will receive a letter indicating that you were "not qualified" and the reason(s) why. You, the applicant, are responsible for the completion and turn-in of your application, all contents, and attachments. *Incomplete applications will be considered "Not Qualified" because of lack of information.* The HRO is not responsible to inform you that your packet is incomplete. When the qualification records are completed for the selecting supervisor, the decision is final. **YOU MUST REVIEW THE CONTENTS OF THIS INSTRUCTION SHEET TO COMPLETE YOUR APPLICATION PROPERLY.**

#### **At a minimum, your TECHNICIAN packet must include the following information:**

- A typed or neatly printed summary of your employment history (a resume, OF 612, or any other format you choose) is required.
- Announcement number and title of the position for which you are applying.
- Your full name, mailing address, appropriate phone numbers, Social Security Number and date of birth.
- Your military grade, unit of assignment, and MOS. List your National Guard (weekend duties) separately from your other job experiences. List your position, military grade, supervisor, phone numbers, dates you have held each job and a detailed duty description.
- A detailed narrative of your work experiences (paid or unpaid), training, education, and/or other information that relates to the specialized experience stated on the vacancy announcement. Use complete dates to indicate each amount of experience you have. Include pertinent military experiences and describe duties in detail. You may use continuation pages to include all related experience. Ensure that both military and civilian experiences are fully described, to include time frames.
- If you have completed any college courses, include copies of your college transcripts with the application.
- DO NOT use Appraisals or Appraisal Standards as proof of your experience. Do not include copies of military appraisals.
- **WRITE A SUMMARY OF EACH KSA (including from and to dates for each KSA) TO EXPLAIN HOW YOU QUALIFY IN CASE THERE IS MORE THAN TEN APPLICANTS.**
- List all pertinent military schools and training completed. You may include your certificates of completion and any special licenses.
- Optional Form (OF) 306, Declaration of Federal Employment, must be attached to your application.
- STAPLE all documents together in one package. DO NOT use binders, folders or notebooks when you turn in your application.
- **Please sign and date application.**
- The application must be received in the HRO not later than close of business (1600 hours) on the closing date.

#### **At a minimum, your AGR packet must include the following information:**

1. **NGB FORM 34-1**, must be complete with original signature. (NO BINDERS PLEASE!)
2. Photocopy of last 5 **NCOER's**
3. Certified true copy of **DA 2-1** (each sheet must be certified with **original signature** of unit administrator or State MILPO)
4. Personnel Qualification Record (**PQR**) for National Guard applicants.
5. Copy of latest **APFT** Scorecard (DA 705) (must be less than 8 months old). Profiles must be attached if applicable. Soldiers on temporary profile are not eligible to enter the AGR program.
6. Copy of **DMA Form 76** (Individual Record of Ht-Wt) completed within the last 6 months, if not annotated on DA 705.
7. Must have a **DD 5500 or 5501-R (Female)** attached if body fat content test required.

**SUBMIT YOUR APPLICATIONS TO: Human Resources Office  
ATTN: HRO-Staffing Section  
6848 South Revere Parkway  
Centennial, CO 80112-6709  
720-250-1166 or DSN 250-1166**

**You may also fax your complete application to: 720-250-1169 or DSN 250-1169  
The HRO is not responsible for incomplete faxes. Please contact HRO to ensure that your fax arrived and was complete.**

**NOTES:** 1. All employees must participate in Direct Deposit/Electronic Fund Transfer. 2. Acceptance of a Permanent or Indefinite Excepted Service Position will cause termination from Selected Reserve Incentive Program (SLRP) Military Bonus.

Applications of non-selected applicants **will not be returned, and will NOT be filed in the Official Personnel File (OPF)**. Should a position be announced at less than the authorized grade (Trainee), the selected applicant may be promoted when he/she meets all qualifications and is submitted by the supervisor.

**IF YOU ARE SELECTED FOR THE POSITION:** The selecting supervisor is responsible to notify you that you were selected for the position, and should inform you what to do next. You will receive a letter in the mail from an HRO representative informing you of your hire date and inprocessing date, and whom to contact with your questions.

**IF YOU ARE NOT SELECTED FOR THE POSITION, the selecting supervisor is responsible to inform you that you were not selected.** He/she is allowed to tell you who the actual selectee was, but is not allowed to discuss other applicants' qualifications with you. The selecting supervisor is allowed, if you ask him/her, to advise you of ways to improve your interview techniques or your application in order to enhance your opportunities for future vacancies. HRO Staffing section is available to give advice on how to build a better application.

**EXPLANATION:** An EXCEPTED position is exempt from normal procedures used in hiring for Federal Civil Service in that applicants are neither formally tested nor obtained from a register. EXCEPTED Technicians, during the course of employment, will receive the same benefits as all other Federal employees, including coverage under the Civil Service Retirement System or Federal Employees Retirement System. EXCEPTED Technicians are required to wear appropriate military uniform, and must become active members of the Colorado National Guard.

**THE COLORADO NATIONAL GUARD IS AN EEO EMPLOYER:** all applicants will be considered without regard to race, color, religion, national origin, age, sex, non-disqualifying physical handicap, except when the applicant involved is ineligible to become a member of the Army or Air National Guard because of regulatory restriction on age or sex (EXCEPTED positions only).

All announcements must be posted on all unit/office bulletin boards, in a public area, until the closing date, at which time they may be filed or destroyed. Extra copies of all announcements are available at HRO. Call (720) 250-1166, or DSN 250-1166.

Also see the Colorado National Guard Web Site at [www.coloradoguard.army.mil](http://www.coloradoguard.army.mil) and for Air Guard jobs go to <http://www.cobuck.ang.af.mil>